GRANTS MANAGEMENT CONNECTION

Desk of The DAS

News You Can Use

Since You Asked…

Quarterly Super HEROES

Annual Processes in GME

Thank you!

First and foremost we want to express our appreciation for the feedback you have provided to us. You have let us know that you want more information and more frequent communication and we are more than happy to oblige!

One of the most frequently asked questions was if we could provide more information about what happens each month during the course of a fiscal year. In our last newsletter we gave a "head's up" for what was coming up in the near future, but to answer the question more fully, we'd like to provide an overview of what type of annual processes occur in GME.

- *July:* **Completion Reports** open on 7/1 for projects which ended on 6/30, (as well as 15-month projects which allow early CR initiation). **Reimbursement Requests** for current fiscal year open in GME. **IDEA MOE Eligibility** opens.

- *September:* **15-month projects** end on 9/30. **Completion Reports** are due on 9/30 for projects which ended on 6/30.

- *December:* **Completion Reports** due on 12/31 for projects which ended on 9/30.

- *January:* **Indirect Cost Requests** open in GME for upcoming fiscal year.

- *February:* **Self Assessment** and **General Statement of Assurance** (GSA) open in GME for upcoming fiscal year.

- *March:* **Funding Applications** open in GME (March 1st!). **IDEA MOE Compliance** due.

- *April:* Begin reviewing **Revision** needs. Revisions must be completed and approved before completion reports can be started.

- *May:* **GSA** for upcoming fiscal year due 5/15.

- *June:* **12-month projects** end on 6/30. Grants Management will announce accounting cut-off dates for submitting reimbursement requests at the beginning of the month.

Training: Training opportunities are offered continuously throughout the year via webinars and live trainings. Please see page 5 of this newsletter for current training opportunities, as well as the GME Home page, which is updated each month.

We continue to welcome and appreciate your feedback and suggestions. Let us know how we are doing and what we can do for you!

Desk of The DAS

By: Sarah Hendrix

In March, we published the Risk Assessment in the Grants Management Enterprise (GME) system. Since this type of report may carry a negative connotation, let's break it down and see the positive opportunities this report creates. If, after reading this, you still wonder why you received the score you did, please reach out to us. We welcome conversations around this topic as we know it can be a bit confusing.

The report is based on five criteria; Audit Performance, Academic Achievement, Reporting Timelines, General Indicators and Fiscal Performance. These categories are selected for their relevance to the use of federal funding. Academic Achievement is the category which receives the most questions as at first glance it doesn't appear to have a direct fiscal relation. It's important to understand that federal funding is used for a myriad of solutions, school improvement being one. Think in terms of how much federal funding goes toward teacher development and programs for student improvement.

In this report, a LOW score is what you are striving for (just like golf!). The data used to calculate your score is all data you have access to. As an example, Audit Performance will have a higher score if you received any audit findings. Max points are based on the total points your LEA could have received. If you were not audited in 2018 or not eligible to submit a single audit there would be no points towards them in your max score.

Finally, let's look at how this can help both ADE and you each fiscal year. First, you should know that Grants Management uses the risk assessment to select LEAs for fiscal monitoring, which is mandated by our friend

"Let's Do Great Things Together!"

EDGAR (2 CFR 200.331(b)). More important, ADE uses this information to drive healthy conversations around performance improvement and provide technical support. While this seems too good to be true, I like to equate it to report cards and students. Just as you provide support to students who need assistance to improve their scores, we want to work with you to ensure you are fiscally sound, so that you can focus on the day to day good works these funds allow you to do.

In the coming months, Grants Management will be offering technical support which will bring us directly to you, helping you in areas where you need help the most. Remember the self-assessment you filled out this year? That self-reported data will be used to drive conversations. These will not be fiscal monitorings, but instead opportunities for us to help you with best practices and avoid future findings. We are excited to be able to offer this help and hope that you will invite us out. More information on that to come soon!

Continue to do great things! We are here to support you.

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Grants Management Word Search

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A D N X F E M G G G N G M N T E
F P M O D I Z G O B N A G Z R U
N B P G I J S I K L I L W E U T
I R A R G T T C A G D T R S T I
U R Q V O A T A E N X E R I T D
V R D H C V I C F L U Q E G D N
H J Y O F P A W I P F V U M N E
G E L N A S F L L F I O V M E M
R L J C W A Z E F S I S K X E P
A A A Q C L C J I J W T Z D P X
N T N Q D A Q O P G W S S X E E
T E C I I R N B U D G E T U F V
V N K O B I E C N A V D A Q J C
C O M P L E T I O N T Q D H D A
A R U J E S W W M S E B R G O
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Word Bank

ADVANCE   JUSTIFICATION
FISCAL   COMPLETION
ALLOCATION   WEBINAR
FUNDING   GRANT
APPROVAL   REVISION
GME   EDGAR
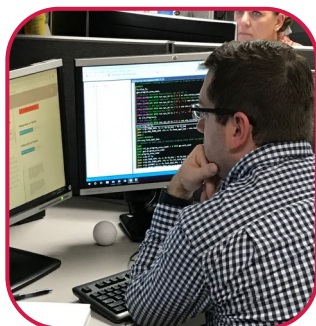BUDGET   SALARIES
CAPITAL   EXPENDITURE

Welcome Aboard!

Laura Lee

As a coaching expert with early education experience, Laura provides assistance to LEA's during monitorings.

Alice Johnson

With a combined 12 years of ADE and school district experience, Alice now moves into her new position as the Director of Grants Technology.

Rob Busch

Data and analysis are his forte when it comes to reporting; meet Rob, our new Business Analyst.

Dominique Frye

As a new Grants Coordinator, Dominique's team player attitude lends itself to be a major asset to our Processing Unit.

Myrna Rodriguez

From the Empowerment Scholarship Accounts to Grants Management, Myrna starts her new position as Federal Fiscal Monitoring Auditor and works to assist LEA's with compliance.

Denicha Crenshaw

Denicha's investigative employment history streamlines the fiscal monitoring process with a keen eye for details.

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Since You Asked…

Q: Besides checking the GME Home page or waiting for the quarterly newsletter, is there any other way that I can find out about Grants Management events and other updates that are applicable to me?

A: We are excited to announce that a new call notification system is available to help keep educational organizations up to date on the most recent events, updates and other news related to Grants Management and the GME system.

Recently a survey was sent out to users with roles in GME, inviting them to opt-in for notifications via phone. This survey is expected to be open for one week every quarter, with a reminder for the next sign-up opportunity posted in each newsletter.

Users are able to opt out at any time by contacting us at grants@azed.gov or via phone at 602.542.3901, providing us with the phone number to be removed.

Send your questions to us at grants@azed.gov

News You Can Use

Tech and Training

The Grants Management Technology Unit is here to support users who may be new to GME and/or are just beginning to work with the new Fiscal Monitoring process in GME. New components in GME usually require specific user roles to be assigned before actions can be taken. For support regarding user access, adding or removing user roles and other technical support please see the Grants Management Resource Library under the heading "GME User Reference Guides". We can also be reached for user access assistance and other technical support at 602.542.3901, Option 1.

Grants Processing

With the end of FY19 approaching, Grants Processing would like to remind LEAs to submit budget revisions, (as applicable), PRIOR to completion report time. It is vital that the **approved** budget accurately reflects the year's actual purchases and expenditures. With this in mind, be sure to code accurately to help prevent delays in completion report processing at the end of the grant cycle.

> **"…prevent delays in completion reports…"**

Discrepancies in the completion report that would require a budget revision are:
◊ Capital items listed under 6700 for Districts or 0190 for Charters do not match
◊ Salaries and Benefits coded under the incorrect Function Code and/or Object code
◊ Expenditures exceed the allotted budget by 10% or $1,000 (whichever is higher)
◊ Travel expenses or conference registrations miscoded

Mark your calendar for June 19, 2019. **This is the deadline for requesting reimbursement for grants ending June 30, 2019.** This is important for all state reverting grants as completion reports for these **do not** generate a final payment and **carryover is not allowed**.

Fiscal Monitoring

Grants Management would like to introduce the new Fiscal Monitoring process located in GME. The FM tool streamlines the process, allowing LEAs to communicate, upload documents, and increase transparency from one centralized location.

> **"…increase transparency from one central location."**

Tips for working with the new Fiscal Monitoring Tool:
◊ Assign a Fiscal Monitoring Update Role in GME. Your LEA GME User Access Administrator is the responsible party for role administration.
◊ LEAs selected for monitoring can find guidance in the LEA Grants Management Resource Library/GME User Reference Guides/Fiscal Monitoring.
◊ To determine compliance, run a current expenditure report and note how it aligns with your FY19 budget. Review your grants allocations and see if a Budget Revision is needed. **§200.308 Revision of Budget and Program Plans**.

We would like to give a **shout out to CPLC Community Schools** for developing a new Time and Effort System and contacting our department to request feedback and guidance. We enjoy supporting our LEAs and congratulate CPLC on becoming our Outstanding LEA of the quarter! Want to know how to get a gold star? Email us at grants@azed.gov.

Trying to Reach Us?

The Grants Management Hotline, (602) 542-3901, provides direct access to the team best equipped to answer your specific question or resolve a challenging issue.

How to know which Hotline menu option to choose? Here are some of the targeted Grants help options available to you:

Option 1: GME System Support & Training

◊ *Technical Assistance*
◊ *Training Inquiry*
◊ *GSA/CCR*
◊ *User Access Issues*

Option 2: Fiscal & Processing Support

◊ *Completion Reports and Reimbursement Requests*
◊ *Interest*
◊ *Holds*
◊ *USFR*
◊ *MOE*
◊ *IDEA and Other Grants*
◊ *Indirect Cost*
◊ *Health & Nutrition claims and more*

Option 3: Fiscal Monitoring

◊ *Single Audit*
◊ *Audit Evaluation*
◊ *Fiscal Monitoring Audits*

Quarterly Super H.E.R.O.E.S.

Each quarter we **H**elp **E**veryone **R**each **O**utrageously **E**pic **S**uccess and recognize our stellar team members. This quarter we are proud to present **Denise Lee** and **Brandy Rodriguez Mejia**.

A Lead Federal Fiscal Monitoring Auditor with a vibrant personality paired with a strategic mindset works to develop a new way of fiscal monitoring. Denise, along with her team, led the journey towards migrating monitoring into GME to centralize the tools for LEAs.

As a Lead Grants Coordinator for the Processing unit, Brandy uses lessons learned from her LEA experience to better the Processing Unit. Her role as a lead coaches staff to better serve the LEAs throughout the year no matter the topic!

Denise Lee
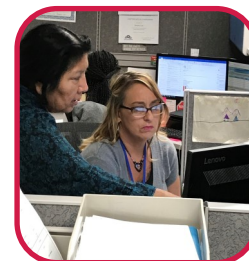
Brandy Rodriguez Mejia

Upcoming Trainings

For session details and training registration, visit ADE's Event Management Calendar:

https://ems.azed.gov/Home/Calendar

April 2019:

Title: AASBO: Time and Effort
Date & Time: April 4, 2019, 10:45 am—11:45 am
Location: AASBO Spring Conference, Aquarius Casino Resort & Bullhead City Elementary School District, 1900 S. Casino Dr., Laughlin, NV 89029

Title: IDEA Funding Application: Grants Management and ESS
Date & Time: April 15, 2019, 9:00 am—12:30 pm
Location: Arizona Department of Education (3300 N. Central Ave., Phoenix, AZ 85012)

Title: Funding Application Overview
Date & Time: April 17, 2019, 10:00 am—11:15 am
Location: Webinar

Title: Indirect Cost Lunch & Learn
Date & Time: April 22, 2019, 11:30 am—12:00 pm
Location: Webinar

Title: Reimbursement Request Overview
Date & Time: April 23, 2019, 10:00 am—11:00 am
Location: Webinar

May 2019:

Title: Self Assessment and GSA Lunch & Learn
Date & Time: May 1, 2019, 11:30 am—12:00 pm
Location: Webinar

Title: Funding Application Overview
Date & Time: May 6, 2019, 10:00 am—11:15 am
Location: Webinar

Title: Completion Report Overview
Date & Time: May 15, 2019
10:00 am—11:00 am
Location: Webinar

Title: Indirect Cost Lunch & Learn
Date & Time: May 22, 2019
11:30 am—12:00 pm
Location: Webinar

Title: New Charter Boot Camp
Date & Time: May 29, 2019
9:00 am—3:00 pm
Location: Arizona Department of Education (3300 N. Central Ave., Phoenix, AZ 85012)

August 2019:

Title: Uniform Grant Guidance and Edgar Workshop for Programmatic and Business Administrators in LEAs/Charters
Date & Time: August 1, 2019, 10:00 am—3:30 pm
Location: *TBD, Phoenix, AZ*
Fee: *$185.00*
◊ *Copy of EDGAR, 4th Edition*
◊ *Allocable to federal grants*
Registration:
◊ *Link: https://www.bruman.com/phoenix-edgar-workshop/*
◊ *Call: 1-800-914-8212*

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